DMHAS STAFF SECTION

(to be completed by DMHAS site visitor at conclusion of visit)

1.	Reporting Period Covered:// to/
2.	DMHAS Reviewer(s) Completing this Form:
3.	
4 .	Name and Title of Person(s) DMHAS Staff Met With:
٦.	Name(s) Title(s)
5.	Provide a brief description of the grantee agency (e.g., size, catchment area, services provided, etc.).
6.	Provide a brief summary of progress during the period covered by this site visit and any major complications.
7.	Summarize any technical assistance or training needs identified during the visit (see Part E – Technical Assistance
	Needs for information).

For each of the six categories listed below: Rate the agency/project using the scale of "Insufficient" (not meeting DMHAS standards), "Sufficient" (meeting DMHAS standards)
standards), and "Exemplary" (exceeding DMHAS standards). (1) Review any identified comments/concerns, (2) Provide your recommended actions, (3) Identify project staff responsible for implementing actions, (4) Propose a timeline, and (5) Identify recommended DMHAS follow-up.
gency Capacity – Agency's ability to implement programs and provide services
Insufficient Sufficient Exemplary
dministrative Project Management – Non-fiscal administrative management of DMHAS project (staffing, record keeping, etc.)
Insufficient Sufficient Exemplary
and Desirat Management 51 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
scal Project Management – Fiscal management of DMHAS project ☐ Insufficient ☐ Sufficient ☐ Exemplary

 Rate the agency/project using the scale of "Insufficient" (not meeting DMHAS standards), "Sufficient" (meeting DMHAS standards), and "Exemplary" (exceeding DMHAS standards). (1) Review any identified comments/concerns, (2) Provide your recommended actions, (3) Identify project staff responsible for implementing actions, (4) Propose a timeline, and (5) Identify recommended DMHAS follow-up.
Project Implementation – How the DMHAS project is being carried out (whether implemented as planned, activities, impact, etc.)
☐ Insufficient ☐ Sufficient ☐ Exemplary
Project Evaluation – Tracking the progress of the DMHAS project
☐ Insufficient ☐ Sufficient ☐ Exemplary
Project Sustainability – Attempts to obtain additional funding for DMHAS project and sustain efforts Insufficient Sufficient Exemplary

9.	Note any special program/project/agency competencies identified during the site visit that could be useful to DMHAS or other grantees. For example, agency may have extensive experience in conducting social marketing campaigns at the community level.
10.	Summarize any feedback received from the grantee on their experience in working with DMHAS. This could include, for example, feedback on technical assistance provided by DMHAS, questions about reporting requirements, etc.
11.	. Additional Comments.
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